

13 November 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Distribution of Bills

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1. I met with [redacted] Printing Division, Office of Logistics, and reviewed with him the present handling of bills, reports, and hearings upon receipt from the Government Printing Office. I also received from him the attached listing of our current requisitions for bills, reports, and hearings from GPO.

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2. [redacted] indicates that practical considerations underly GPO's refusal to make delivery at the R & S loading dock rather than at South Building. Apparently the force of drivers used on these delivery runs rotate constantly and are of a type that cannot handle changes from established routine. If necessary, however, the question of delivery at R & S could be reopened at a later date.

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3. On present handling, materials are received from GPO at South Building, are transmitted on the regular courier run several times a day from South Building to Langly where the packages are opened, and four copies of the calendars are pulled for immediate dispatch to our office. The material is repackaged and sent to R & S where it is apparently received in the Logistics mail room, transmitted to the library mail room, and from the library mail room to [redacted]

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4. From the limited review possible of receipt and transmittal of the packages by the Printing Division, it would appear that no more than an overnight delay would be involved from the date of printing and dispatch by GPO.

5. As a result of the review, [redacted] will contact [redacted] as early as possible during the day and arrange for special handling of this material by Printing Division personnel at South Building. Bills, reports, and hearings received from GPO will be delivered by Printing Office personnel from South Building to [redacted] desk as soon as possible after receipt from GPO where distribution of the calendars can be effected as quickly as under present procedures.

[redacted]

**Distribution:**

**Orig - Subject**

**1 - Chrono**

**1 - Signer**

**OGC/LC/JGO:bw**